



# *CITY COUNCIL*

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## *Work Session*

**WORK SESSION  
PENN ROOM**

**MONDAY, MARCH 19, 2007  
7:00 P.M.**

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|------|--|-----------|
| I.   | Call To Order                              | 7:00 p.m. |
| II.  | Managing Directors Report                  | 7:05 p.m. |
| III. | Waste Water Treatment Plant Project Update | 7:15 p.m. |
| IV.  | Review of Loading Zone Policy              | 8:30 p.m. |

**City of Reading**

# Loading Zone Policy

## PURPOSE AND INTENT:

It is the purpose of this policy to require all commercial vehicles, conducting deliveries within residential areas to display loading zone permits. This permit is to limit use of loading zones in residential areas to commercial delivery vehicles conducting deliveries to registered business owners. The intent is to ensure proper and frequent parked vehicle turnover, while discouraging illegal parking that contributes to safety hazards and violations of other City ordinances, such as: double parking, parking on sidewalks, blocking driveways and other points of access and parking at yellow or red fire lanes.

Parking in a loading zone shall be restricted to persons who need to load or unload goods, merchandise, etc. that is too large or cumbersome so as to prohibit conveyance over long distances.

Loading zones have time restrictions. All types of vehicles, for all types of reasons will use a loading zone spaces throughout the day. Violating the loading zone privilege (parking longer than the posted time permits) or not displaying the proper permit will result in a fine. **Because of this it is important to understand what a loading zone is not:**

1. A convenience for shopping or business patronizing;
2. A convenient personal parking space (this also applies to business, who should not encourage clients or customers to utilize loading zones).

## ESTABLISHMENT OF LOADING ZONES:

1. Requests for the installation of loading zones shall be submitted in writing to the Traffic Engineer.
2. The Traffic Engineer will have the authority to approve requests for the installation of loading zones.
3. A loading zone will be defined as any two consecutive spaces, adjacent to the curb, reserved for the exclusive use of vehicles during the loading or unloading of material related to the pursuit of commerce.
4. No more than one loading zone will be permitted in any one block in the R1, R2 and R3 zones, unless otherwise approved by City Council.
5. If the Traffic Engineer should deny the application for the installation of a loading zone, the applicant may appeal the denial to City Council. At a meeting called for that purpose, City Council may overturn the decision of the Traffic Engineer.
6. The establishment of any more than one loading zone in a block will require the approval, by Resolution, of City Council.
7. Traffic Engineering will prepare a map of the City of Reading, clearly identifying the location of all loading zones; this map will be updated as zones are added or removed. A copy of the map will be provided to the Reading Parking Authority,

Reading Police Department and be placed on file in the Traffic Engineering Office and Office of the City Clerk.

### **LOADING ZONE PERMIT POLICY AND PROCEDURES:**

1. Only properly identified and registered business operating in the City of Reading are eligible to apply for and obtain a loading zone permit.
2. Permit applications will be prepared by the Traffic Engineer and returned to Traffic Engineering for review and approval.
3. A separate permit is required for each vehicle using a loading zone. Permits can be transferred from one registered vehicle to another, provided that only one vehicle occupies a loading zone at a time and the issuing business authorizes the transfer.
4. The maximum number of permits issued shall not exceed three for any one business.
5. The fee for each loading zone permit is \$75.00 per calendar year. These fees are nonrefundable. Permits must be renewed annually, no later than January 31<sup>st</sup>. The fee will be prorated quarterly for new applicants.
6. Vehicles must obey the posted time limit in each loading zone. Permits must be displayed in the bottom driver side corner of the front windshield so as to be visible from the sidewalk.
7. Loading zone permits are only valid in properly designated loading zones. They may not be used to justify double parking, parking on sidewalks or other illegal parking.
8. The loss or theft of a permit should be immediately reported to the Traffic Engineer. The fee to replace a lost or stolen permit is \$20.00. Should the reported permit be found on another vehicle belonging to permit holder, all permits held by the holder in question will be revoked.

### **PROCEDURES FOR PERMIT REVOCATION:**

It will be the responsibility of each business to track all permits issued to them. Permits will be numbered to facilitate tracking and will be issued sequentially. Four or more parking citations issued in conjunction with using a loading zone permit will result in the following revocation process:

1. Citations issued to violators of this policy by any organization with the authority to do so, will be forwarded to the Traffic Engineer.
2. After the issuance of four or more citations, a notice will be sent to the permit holder indicating the intent of the City of Reading to revoke all permits issued to the permit holder.

3. Reinstatement of the permit(s) will be subject to the final adjudication of all violations by the District Justice. A \$75.00 fee per permit will be required prior to reinstatement.
4. Upon reinstatement, continued loading zone violations as outlined above will result in further revocation. Following a second revocation and adjudication by the District Justice, a \$200.00 per permit fee will be required prior to reinstatement.